

# American Embassy, Amman

# Vacancy Announcement

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## **ANNOUNCEMENT NUMBER: 12 – 35**

**OPEN TO:** Current Employees of the Mission

**POSITION:** Commercial Clerk, FSN-5\*

**OPENING DATE:** April 3, 2012

**CLOSING DATE:** April 10, 2012

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \*Not-Ordinarily Resident  
\*Ordinarily Resident: JD 6,764 p.a. (Starting salary)

**LENGTH OF HIRE: Emergency hire, temporary position up to 90 days  
Can be extendable for additional 90 days.**

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE  
REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR  
CONSIDERATION.**

The U.S. Embassy in Amman is seeking an individual for a temporary position of Commercial Clerk in the Commercial Section.

### **BASIC FUNCTION OF POSITION**

The Commercial Clerk serves as trade promotion clerk, providing support for a variety of commercial-related activities. Under the supervision and guidance of Commercial Service Officer and senior LES staff, makes appointments, prepares schedules, maintains contact lists, maintains files, finalizes reports and other office documents, answers phone and direct inquiries to appropriate staff, directs messages to appropriate staff, greets/escorts office visitors, and assists at trade events.

## **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. Completion of two years college or university studies in the field of business administration, economics or any social science specialty is required. **Supporting documentation (i.e. copy of completion of two years in university studies must be included in the application for eligibility purposes).**
2. Up to one year of secretarial experience for full performance level, in a business firm, commercial enterprise or related private or public office setting. At least three months experience with the department of commerce is required.
3. Level 2 in English and level 4 in Arabic languages is required.
4. Must have knowledge of commercial operations, functions, services, and reference sources. Must have knowledge of general office secretarial and clerical procedures, business procedures, handling financial/budget data entry and manipulation or exposure to detailed work requiring accuracy.
5. Ability to understand and follow through on routine clerical procedures. Good working skill in word processing (Word, Excel, PowerPoint, Adobe Acrobat), data entry and internet applications is required. Ability to deal with public, on phone and in person is required.

## **SELECTION PROCESS**

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY:**

Interested applicants for this position should submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS-174)
2. A current resume or curriculum vitae that provides the same information as an DS-174; plus.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. For more information on Veteran's Preference, go to <http://www.opm.gov/veterans/>.
4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Human Resources Office  
Telephone: 5906000

Applications can also be submitted electronically through  
**AmmanEmployment@State.gov**

## **DEFINITIONS**

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - U.S. citizen;
  - Spouse or dependent who is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
  - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are U.S. Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: April 10, 2012**

An Equal Opportunity Employer

The U.S. Mission in Jordan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.